

REAL ESTATE BRANCH

Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
State of Hawaii

<http://www.hawaii.gov/hirec>

Toll-free voice access numbers for neighbor islands: Kauai - 274-3141; Maui - 984-2400; Hawaii - 974-4000; Molokai & Lanai 1-800-468-4644, ext. (last five digits of the state number which you are calling)

Professional & Vocational Licensing Division - Licensing Branch

- Mail: P.O. Box 3469, Honolulu, HI 96801; Office: 335 Merchant Street, Room 301; 586-3000
- **Application forms:** real estate broker & salesperson, corporation, partnership, limited liability company, limited liability partnership, change form, branch office, educational equivalency, equivalency to the uniform section of the Hawaii real estate licensing examination, broker experience certificate, condominium hotel operator, condominium managing agent, license requirements, restoration of forfeited license, reinstatement of suspended license, license renewal.
- **Submission of application forms and general questions about application forms.**
- Verification of licensing status of any licensee (<http://www.ehawaii.gov/org/serv/pvl>), location of licensing records and its review or copies.
- Duplicate: licenses, educational equivalencies, broker experience certificates, license renewal applications.
- **Submission of written request for licensing history or license verification of a Hawaii real estate licensee with \$15 fee (per license) payable to Commerce and Consumer Affairs.**

Copies of Laws and Rules

- Website to access official copy of laws: www.capitol.hawaii.gov (legislative branch – status & documents)
- Website to access unofficial copy of laws: <http://www.hawaii.gov/dcca/hrs>
- Website to access rules: www.hawaii.gov/dcca/har
 - Real Estate Brokers & Salespersons, Ch. 467, HRS; Ch. 99, HAR;
 - Condominium Property Regime, Ch. 514A, HRS; Ch. 107, HAR;
 - Uniform Land Sales, Ch. 484, HRS; Ch. 104, HAR;
 - Time Sharing Plans, Ch. 514E, HRS ; Ch. 106, HAR;
 - Real Estate Appraisers, Ch. 466K, HRS, Ch. 114, HAR;
 - Mortgage Brokers & Solicitors, Ch. 454, HRS;
 - Professional & Vocational Licensing Law, Ch. 436B, HRS

Filing Complaints/Complaint History on Licensees/Business Information - Regulated Industries Complaints Office (<http://www.hawaii.gov/dcca/rico>)

- Website to Business & Licensee Complaint History Search – <http://www.ehawaii.gov/org/serv/cms>
- Questions about filing complaints against real estate licensees, condominium hotel operators, condominium managing agents, real estate schools or instructors, limited provisions of condominium property regime (CPR), subdivision, time share, appraisers and unlicensed or unregistered regulated areas: Oahu: 235 South Beretania St., 9th Flr., Honolulu, HI 96813; Tel. 587-3222. Kauai: 3060 Eiwa St. #204, Lihue, HI 96766; Tel. 274-3200. Maui: 1063 Lower Main St., Ste. C-216, Wailuku, HI 96793; Tel. 243-5808. Hilo: 345 Kekuanaoa St., Ste. 31, Hilo, HI 96720; Tel. 933-8846. Kona: Keauhou Shopping Center, Room 134A, Kailua-Kona, HI 96740; Tel. 322-1908. Complaint history on licensees; whether the business is licensed with the Professional & Vocational Licensing Division; and whether the business is registered with the Business Registration Division, its place of business and who its officers are: 587-3222.

Landlord-Tenant Code - Office of Consumer Protection (OCP) (<http://www.hawaii.gov/dcca/ocp>)

- Landlord-Tenant inquiries: 235 South Beretania St. 8th Flr., Honolulu, HI 96813; Tel. 586-2634;
- Copies of the Hawaii Residential Landlord/Tenant Code Handbook are available for \$2.00 per copy at the Cashier's Office, DCCA, 335 Merchant Street, Room 301, Honolulu.

Discrimination in Real Property Transactions - Hawaii Civil Rights Commission (<http://www.hawaii.gov/hcrc>)

- Inquiries and complaints of discrimination in real property transactions.
- Mail and office: 830 Punchbowl St., Rm. 411, Honolulu, HI 96813; Tel. 586-8636.

Fair Housing and Equal Opportunity Division; U.S. Dept. of Housing and Urban Development

- Mail and office: 7 Waterfront Plaza Ste. 500, 500 Ala Moana Blvd, Honolulu, HI 96813-4918; Tel. 522-8182.

Time Share, Subdivisions, Mortgage Brokers/Solicitors and Appraisers

- Website to Professional & Vocational Licensing Division – <http://www.hawaii.gov/dcca/pvl>
- Time Share, Subdivisions: Tel. 586-2709; Appraisers: 586-2701; Mortgage Brokers/Solicitors: 586-2692.
- Mail: PO Box 3469, Honolulu, HI 96801; Office: 335 Merchant Street, 3rd Flr., Honolulu.

Real Estate Testing Service - Promissor

- Reservations: toll free 1-800-274-7301, 8:00 a.m. - 11:00 p.m. Eastern Standard Time
- Address: Promissor/Hawaii Real Estate, PO Box 8588, Philadelphia, PA 19101-8588

REAL ESTATE BRANCH AND REAL ESTATE COMMISSION

- Mail and office address: **335 Merchant Street, Room 333, Honolulu, HI 96813**
- Email address: hirec@dcca.hawaii.gov
- Phone: **(808) 586-2643**

Inquiries and information on:

- Real estate broker's and salesperson's licensing laws and rules; broker corporation, partnership, trade name, branch office; real estate recovery fund, disciplined, suspended, revoked, terminated, and forfeited real estate licensees; Real Estate Commission meetings and agendas.
- Prelicensing and mandatory continuing education, real estate schools, providers, and instructors; broker experience certificates, educational equivalencies, equivalency to the uniform section of the Hawaii real estate licensing exam, real estate examination; Education Review Committee, Laws and Rules Review Committee: meetings, agendas.
- Information, forms, applications, records; condominium project registration (CPR) and developer's public reports, condominium association registration, condominium governance; condominium hotel operators, condominium governance and management, Ch. 514A, HRS; Condominium Review Committee: meetings and agendas; condominium education and research.

ADMINISTRATION

Calvin Kimura, Supervising Executive Officer

Neil Fujitani, Executive Officer

Irene Kotaka, Secretary

REAL ESTATE SECTION

Diane Choy Fujimura, Senior Real Estate Specialist

Lorene Kimura, Real Estate Specialist

Ryan Yamashiro, Real Estate Specialist

Karyn Takahashi, Clerk-Stenographer; Toalua Lavatai, Clerk-Typist; Tania Nakano, Real Estate Recovery Fund Clerk

CONDOMINIUM SECTION

Cynthia Yee, Senior Condominium Specialist

Cheryl Leong, Condominium Specialist

David Grupen, Condominium Specialist

Tammy Norton, Secretary; Jon Gasper, Clerk; Janelle Sarae, Clerk; Louise Tadaki, Clerk-Typist

Condominium Mediation: Inquiries and requests for mediation service on condominium association governance and management, declaration, bylaws, house rules, Chapter 514A and its rules between apartment owners, board members, officers, association employees, condominium managing agents, and apartment tenants.

- The Mediation Center of the Pacific (MCP); Dole Office Bldg., 680 Iwilei Rd. # 530, Honolulu, HI 96817; Tel. 521-6767
- Mediation Services of Maui (MSM); Cameron Center, 95 Mahalani Street #25, Wailuku, Maui 96793; Tel. 244-5744
- Big Island Mediation, West Hawaii Mediation Center; 65-1279 Kawaihae Rd, #217, Kamuela, HI 96743; Tel. 326-2666 (Kona) / 885-5525 (Kamuela)
- The Island of Hawaii YMCA, Ku'ikahi Mediation Center; 300 W. Lanikaula St., Hilo, HI 96720; Tel. 935-7844
- Kauai Economic Opportunity; 2804 Wehe Road, Lihue, HI 96766; Tel. 245-4077

Condominium Arbitration: Inquiries and requests for arbitration service on condominium issues and the mandatory arbitration requirement of §514A-121 concerning disputes on the interpretation or enforcement of chapter 514A, declaration, bylaws, or house rules.

- American Arbitration Association, Tel. (808) 590-2102 (Local call direct to San Francisco Regional Office)
- Dispute Prevention & Resolution, 1001 Bishop St., Pauahi Tower Suite 1155, Honolulu, HI 96813; Tel. 523-1234
- ADR Hawaii, 735 Bishop St., # 224, Honolulu, HI 96813; Tel. 531-6789

Condominium Reference Library: Reference materials and books on condominium management and governance.

- Hawaii State Library Branches (call on availability); Makiki Library (City and County of Honolulu); Mediation Center of the Pacific; Mediation Services of Maui; and the Real Estate Branch

Condominium Association Declaration and Bylaws: Official filed copy of each condominium association's declaration and bylaws and amendments for review and copies

- Bureau of Conveyances, 1151 Punchbowl Street, Room 123, Honolulu, HI, Tel. 587-0314, no telephone requests

Leasehold Disclosure and Land Reform Act (Lease to fee conversion): Inquiries about disclosure requirements on leasehold real property transactions and the Land Reform Act (lease to fee conversion of residential real property)

- Housing Community Development Corp. of HI, 677 Queen Street, Suite 300, Honolulu, HI 96813; Tel. 587-0598

Condominium Association Registration: Condominium registration documents for public review at the Real Estate Branch. The documents have material facts information about the condominium.

This material can be made available for individuals with special needs. Please call the Senior Real Estate Specialist at 586-2643 to submit your request.